



# **HUSKER HARVEST DAYS® 2024**

**SEPTEMBER 10-12, 2024  
GRAND ISLAND, NEBRASKA**

**EXHIBITOR MANUAL**

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# IMPORTANT DATES & DEADLINES

## MARCH 2024

03/01 50% exhibit space deposit due

## MAY 2024

05/30 Full exhibit space payment due

## AUGUST 2024

08/09 Final day to request advance shipment of exhibitor materials and tickets  
Certificates of Insurance uploaded into Exhibitor Resource Center

08/26 **Exhibit gates and loading dock open, weather permitted**  
Final mowing of exhibit field to be completed this week  
Show supplies may be shipped to show office  
Food and drink giveaways sent to show management for approval  
Temporary buildings may be erected

## SEPTEMBER 2024

09/07 Final day for after-hours events to be submitted for approval  
Indoor exhibitors may begin to set-up

09/13 All exhibits in BEEF and Diversified Industries Buildings must be removed

09/27 All signage must be removed from display areas and/or seed plots  
Any holes must be filled with black dirt and reseeded  
Exhibit materials and equipment should be removed  
All ground cover completely removed

# APPROVED VENDORS

## VENDOR DIRECTORY

A full list of the Husker Harvest Days approved vendors and their services can be found on the show website [www.HuskerHarvestDays.com](http://www.HuskerHarvestDays.com) under “Exhibitor Resources” as well as the Exhibitor Resource Center (ERC).

All services must be provided by an approved vendor OR express permission must be given in advance of the work being completed. For vendor-related questions, contact Rick Wild at [rick.wild@farmprogress.com](mailto:rick.wild@farmprogress.com)





## GENERAL SHOW INFORMATION



**HUSKER  
HARVEST  
DAYS® 2024**

**SEPTEMBER 10-12, 2024  
GRAND ISLAND, NEBRASKA**

**\*NEW SHOW HOURS\* 9 AM TO 4 PM DAILY**

### **2024 HUSKER HARVEST DAYS COMPLIMENTARY ADMISSION**

This year, we are excited to announce a new registration system for Husker Harvest Days. Adult attendees can receive **complimentary three-day admission** when they register in advance at [HuskerHarvestDays.com](https://HuskerHarvestDays.com) or on-site. Adults who choose not to register will pay \$25 at the gate. Student admission for ages 13-17 is \$10 at the gate or students may receive complimentary admission by bringing five (5) non-perishable food items for the Heartland United Way Food Drive. Ages 12 and under are free.

FREE PARKING AVAILABLE ON SITE

Complimentary Admission Registration available at  
[www.HuskerHarvestDays.com](https://www.HuskerHarvestDays.com)

### **HOTELS & CAMPING**

There are several nearby hotels and campgrounds in the Grand Island area. For more information about lodging opportunities for Husker Harvest Days, please visit <https://visitgrandisland.com/plan-a-trip/places-to-stay/>. Onsite camping is available with no provided facilities. Onsite camping is first-come, first-served. The grounds open to RV and camper parking after 12:00 PM on **Monday September 9, 2024**. Nearby campgrounds with hookups and facilities can be found at <https://visitgrandisland.com/plan-a-trip/places-to-stay/campgrounds.html>.

### **PETS & SERVICE ANIMALS**

Pets are not permitted on the show grounds. Service animals are permitted, but must be leashed and properly designated at all times.

### **INTERNATIONAL REQUESTS**

If you are an international exhibitor and need a letter of invitation to attend, please contact Colby Angst with the Nebraska Department of Economic Development at [colby.angst@nebraska.gov](mailto:colby.angst@nebraska.gov).



# EXHIBITOR RESOURCE CENTER

## NEW FOR 2024

The Exhibitor Resource Center (ERC) is your one-stop resource for all exhibitor needs, checklist items, and your digital presence at the show. Primary contacts for each exhibiting company will receive instructions to log-in to the ERC for the first time. A training video will be provided for additional help with the ERC.

[Click here to access the Exhibitor Resource Center](#)

## ADDITIONAL USERS

You may add authorized users to the Exhibitor Resource Center after initial setup by clicking on the “Users” tab on the left side of the screen and selecting “Add New User”.

The screenshot displays the 'Husker Harvest Days Hospitality Tent' interface. On the left, a sidebar contains the event logo, dates (September 10 - 12, 2024), location (Grand Island), a search bar, and navigation links for Home, Checklist, Resources, and Users. The main content area is titled 'Manage Users' and includes an 'Add New User' button. Below this is a table with columns for Actions, First Name, Last Name, Email, Active, Manage Users, and Job Title. A single user, Dena Morgan, is listed with an active status and an email address. The interface also shows a search bar, a records per page dropdown set to 10, and a page indicator showing 1-1 of 1.

Actions	First Name	Last Name	Email	Active	Manage Users	Job Title
...	Dena	Morgan	dena.morgan@farmprogress.com	Yes	Yes	-

## EXHIBITOR LISTING

The information and profile you set up in the ERC will serve as your digital exhibitor listing on the website and the show app. Please update your digital presence as soon as possible to make the most of this feature

## EVENTS AT THE SHOW \*NEW\*

As an exhibitor, drive traffic to your exhibit by uploading the special events, celebrity/influencer appearances, speakers, etc. you will have in the ERC. This feature can be found in the exhibitor checklist.

## NEED HELP?

For assistance with the new Exhibitor Resource Center, contact Peyton Fair at [peyton.fair@farmprogress.com](mailto:peyton.fair@farmprogress.com) or 212-600-3905



# GENERAL EXHIBITOR INFORMATION

## EXHIBIT SET-UP & TEAR DOWN

Exhibitors in outdoor exhibit lots may begin to set up on August 26, 2024 (15 days prior to opening day). Exhibit area gates will be open daily between 8:00 AM and 5:00 PM until September 7, 2024 when the hours shift to 7:00 AM to 7:00 PM. Indoor exhibitors may set up beginning September 7, 2024. Equipment on steel tracks must be in place by September 5, 2024.

Exhibitors may not dismantle or remove any exhibits prior to the show closure at 4:00 PM on September 12. Vehicles in the boundaries of the exhibit area may leave the grounds only after the conclusion of the show each day. Trucks or other vehicles for exhibit tear-down are permitted on the grounds AFTER 4:30 PM on Thursday September 12, or when it is deemed to be safe, but not before.

Exhibitors are responsible for the set-up and tear-down of their exhibit. If additional time is needed, contact Jason Luebke at 308.380.8816.

## \* NEW SHOW HOURS 9 AM - 4 PM DAILY \*

## AFTER-HOURS EVENTS

Any events occurring outside the normal show hours must be approved in advance by Husker Harvest Days Management. Details must be provided including the expected number of attendees and the type and hours of the event.

After-hours event requests must be submitted through the Exhibitor Resource Center no later than **Saturday September 7** to ensure that our staff and security are aware of the event and direct those in attendance to the appropriate gate.

The hosting exhibitor is responsible for the safety and behavior of visitors at the event. All events on the show grounds must conclude by 7:00 PM and have the visitors returned to their vehicles by dusk. All food and beverage must be contracted through the approved catering vendor for Husker Harvest Days.

## EXHIBITOR PARKING

No vehicles will be allowed into or out of the exhibit field after 8:30 AM during the days of the show. All vehicles must be parked in exhibitor parking unless you have space to accommodate the vehicle on your exhibitor lot. Parking permits for exhibitor parking will be included in exhibitor packets. ***Parking permits must hang from the mirror of your vehicle***, so they are easily seen by security and law enforcement. Additional parking is available in the visitor lots surrounding the exhibit area.

## EXHIBITOR CORRESPONDENCE

All show correspondence is generated via email through our online registration system and sent to the primary email address provided during the registration process. Information can also be found in the Exhibitor Resource Center and under the “Exhibitor Resources” tab at [www.HuskerHarvestDays.com](http://www.HuskerHarvestDays.com)

## EXHIBITOR PARTY

Please join us Tuesday night for refreshments and appetizers. The exhibitor party is the Grand Island Community’s opportunity to thank you for being an exhibitor and for spending time in Grand Island. Additional information will be in your exhibitor packet and in the ERC.



# GENERAL EXHIBITOR INFORMATION

## SHOW OFFICE

The Husker Harvest Days Show Office is located at the southwest corner of the show site.

## INBOUND SHIPPING INSTRUCTIONS

Supplies for Husker Harvest Days can be shipped (prepaid) to the show site beginning **AUGUST 26, 2024**. Shipments will be delivered to the shipping & receiving area near the show office.

HHD Staff will deliver incoming packages to exhibitors pre-show and during the show as time allows.

Shipping tags must carry the name of the exhibitor and the lot number or your indoor booth number including the appropriate building. Unlabeled shipments will **not** be accepted.

### SHIP TO:

Your Company Name & Lot #  
Husker Harvest Days  
9000 West Husker Highway  
Wood River, NE 68883

## LOADING DOCK & FORKLIFT POLICY

The loading dock is located at the northeast corner of the show site. **Please contact the show office at 308.384.4646 for directions.** All forklift services are provided through Twin Forks Lift Service and will be billed separately. To **schedule forklift service or for inbound shipping questions**, please call the Husker Harvest Days Show Office at **308.384.4646** and select Option 2.

Husker Harvest Days has a new safety policy in place regarding forklifts/telehandlers/lulls. Any exhibitor who rents a forklift or brings in a forklift of their own (or from any other source) must take a forklift driving class **at their expense** or be able to show proof of a forklift training certificate for all operators.

## OUTGOING SHIPPING

Exhibitors are responsible for shipping out all exhibit materials following the show. Items scheduled for pick-up through UPS & FedEx must be brought to the shipping & receiving area near the show office. All items in the BEEF and Diversified Industries Buildings must be removed by Friday September 13, 2024. Equipment and materials used in outdoor exhibit lots must be removed from the grounds by Friday September 27, 2024.

## EXHIBIT AREA RESTORATION

**It is the exhibitor's responsibility to restore their exhibit area to its original condition.** This includes removing any exhibit materials, ground cover, signs, trash/debris, equipment, etc. by the deadline set by Show Management (September 27, 2024). In addition, outdoor exhibit areas with ground disturbance such as holes or pits must be backfilled with black dirt and reseeded prior to departure. Exhibitors who do not adhere to the restoration protocol as detailed in the "Exhibit Space Policies" portion of this manual will be assessed minimum of \$500 fee for any work done by Husker Harvest Days or its contractors to clean up an exhibitor's display.



# GENERAL EXHIBITOR INFORMATION

## EXHIBITOR PACKETS

Exhibitor pins, passes, and information will be assembled into a physical packet. Exhibitors may have their packet shipped to a designated contact by requesting advance delivery through the Exhibitor Resource Center (ERC). **Advance packet shipping requests must be submitted through the ERC by Friday August 9, 2024.** Packets may also be picked up onsite in the show office beginning Thursday September 5, 2024. Any company who does not complete the advance packet shipping request must pick up their packet onsite.

## EXHIBITOR CREDENTIALS

Exhibiting companies will receive an allotment of complimentary souvenir exhibitor pins and parking passes based on the amount of space they have reserved at the show. Exhibitor pins provide admission for exhibit staff all three days of the show and allow access to the exhibit field outside of the show hours. Pre-registration of exhibit staff is not required for the Farm Progress Show. Allotments are as follows:

**Arts & Crafts Exhibitors - 2 exhibitor pins & parking passes**

**BEEF & Diversified Industries booths - 5 exhibitor pins & parking passes**

### Outdoor Exhibitors (40x70 Outdoor Lots)

- |                       |                                    |
|-----------------------|------------------------------------|
| • 1 Outdoor Lot       | 6 exhibitor pins & parking passes  |
| • 2 - 5 Outdoor Lots  | 9 exhibitor pins & parking passes  |
| • 6 - 7 Outdoor Lots  | 12 exhibitor pins & parking passes |
| • 8 - 19 Outdoor Lots | 25 exhibitor pins & parking passes |
| • 20+ Outdoor Lots    | 50 exhibitor pins & parking passes |

Exhibiting companies may purchase additional exhibitor pins, parking passes, and exhibitor 1-day passes using the link provided in the Exhibitor Resource Center (ERC).

## ADVANCE VISITOR ADMISSION

With the introduction of the new admission system, all visitors can receive complimentary 3-day admission to the show by completing the registration online at [HuskerHarvestDays.com](https://HuskerHarvestDays.com) or on-site. Adult visitors who choose not to register will pay \$25 at the gate. The complimentary admission is only valid during show hours. Exhibitors will still need exhibitor credentials (pins or 1-day EX passes) to be admitted prior to 9 AM.

For additional questions about visitor admission, please contact:

**Farm Progress Customer Service 800-441-1410**

## MEDIA

Media facilities are available in the building on Lot #746 for press conferences and news releases. To schedule a press conference, request an updated media list, or for other media-related inquiries, contact Dena Morgan at [dena.morgan@farmprogress.com](mailto:dena.morgan@farmprogress.com)





# EXHIBIT SPACE POLICIES

## EXHIBIT SET-UP

Exhibitors are responsible for the set-up and tear-down of their exhibit. **Exhibit area gates will open, weather permitting, August 26, 2024** (15 days prior to opening day). If more time is needed, contact Jason Luebbe at 308.380.8816. Hours of set-up are 8:00 AM to 5:00 PM until September 7. After this date, the hours for set-up will be 7:00 AM to 7:00 PM.

## EXHIBIT RESTRICTIONS - DISPLAY LOTS

- i. Maximum height on exhibits is 60 feet
- ii. To prevent damage to underground utilities, please call Jason Luevve at 308.380.8816 at least 72 hours before digging. damage due to digging will be repaired at exhibitor's expense.
- iii. No helium-filled balloons will be allowed to fly within 80' of overhead power lines. Any use of helium balloons on any part of the Husker Harvest Days show site must be approved in writing by Show Management in advance of Husker Harvest Days.
- iv. No hot air balloons will be allowed on the Exhibit Field.
- v. No aircraft or other flying machines of any kind are allowed directly over the show site below 500' without the permission of Show Managment.
- vi. All items on display, including tents and tent stakes, must lie within the four boundaires of the assigned exhibit space. These boundaries will be clearly designated by flags placed on each corner of the exhibit space. The name of the exhibiting company and the lot number will be indicated by a **separate color flag**. No equipment, display material, or signs shall protrude into or over anoter exhibitor's display or into the street frontage. Exhibitors who do not comply with the boundaries will be required to adjust their exhibit as determined by Show Management. Failure to abide by this policy will result in immediate removal of the display from the Exhibit Field.
- vii. NO SMOKING signs should be posted inside your tent and a fire extinguisher must be available.
- viii. No burning candles and/or open flames allowed.
- ix. At its option, Husker Harvest Days reserves the right to exclude display and exhibit material which may be found to be offensive, livelous, or not benefitting the spirit of the event.
- x. No firearms will be allowed in the facility. All tents and/or awning must meet NFPA (National Fire Protection Association) 701 for flame spread, smoke density, and car length. Contact Jason McClun, Deputy State Fire Marshal at Office 402.949.0190 or [jason.mcclun@nebraska.gov](mailto:jason.mcclun@nebraska.gov) for more info.
- xi. Two-story exhibits are not allowed without Show Management's written approval.
- xii. No exhibitor will be allowed to drive over another exhibitor's lot without permission to load or unload.
- xiii. Any vehicles parked on lots that are not part of the exhibit must remain in exhibitor parking during show hours. Driing within the show grounds during show hours is prohibited.
- xiv. When vehicles are within an exhibit, according to NFPA 101, all tank openings shall be locked and sealed in an approved manner, fuel tanks shall not contain in excess of one half of their capacity or contain in excess of 10 gallons of fuel, whichever is less, at least one battery cable shall be removed from the batteries to start the vehicle engine, fueling of vehicles shall be prohibited and vehicles shall not be moved during exhibit hours.
- xv. Surplus trailers and other vehicles cannot be parked in areas designated for exhibitor parking or visitor parking. A special area will be designated for parking these vehicles (see show office for directions.) ***Residing in the exhibit field is strictly prohibited.***
- xvi. Traffic personnel are there for your safety and convenience and their directions MUST be obeyed. Failure to comply with their directions will result in referra to official law enforcement personnel on-site.
- xvii. The sale or distribution of alcohol on the Husker Harvest Days site is strictly prohibited. In addition, consumption of alcohol during show hours or at any time by anyone operating any type of machinery or equipment on the show site is strictly prohibited.
- xviii. Exhibitors must set up by accessing their lot only. Any damage by you, your contractors, truckers, or anyone else associated with your exhibit will be responsible to repair any damage to your neighbors.
- xix. Any product on display must abide by the laws of the State of Nebraska. Informa and Husker Harvest Days will not be responsible for exhibitors who do not comply with the laws of the State of Nebraska.

# EXHIBIT SPACE POLICIES

## DISMANTLING & REMOVAL OF EXHIBITS

Exhibitors may not dismantle exhibits before 4:00 PM on Thursday September 12. Vehicles will be permitted to leave the grounds at 4:00 PM and not before. No trucks or other vehicles will be permitted to enter the show grounds before 4:30 PM. *Exhibitors must return their exhibit area to its pre-show condition, including reseeding of the exhibit lot.*

- a. All exhibit materials and equipment, including foundations, must be removed from the show site no later than **September 27, 2024**. Should an extension be required, please contact Jason Luebbe before September 20.
- b. Exhibit materials and equipment left on the show site are at the exhibitor's risk.
- c. If an extension is not granted and equipment and/or exhibit materials are left on the grounds, these items become the property of Husker Harvest Days after 30 days (October 12, 2024)
- d. All areas must be cleaned and all debris, including foundations, ground cover, and other building materials, must be removed by the exhibitor.
- e. Black dirt must be hauled in to fill any holes that were dug prior to and during the show. Any disturbed areas must be reseeded, or exhibitor will be assessed a minimum of \$500 fee for any work done by Husker Harvest Days or its contractors to clean up an exhibitor's display.
- f. Any exhibitor who has an area larger than 200 square feet which is disturbed (grass cover destroyed) will be required to submit a restoration plan to Show Management before September 27, 2024.
- g. Exhibitors must return their exhibit area to its pre-show condition.

## REMOVAL OF BUILDINGS AND EQUIPMENT SOLD DURING THE SHOW

The buyer and or/exhibitor must bear risk of loss or damage while the material remains on the show site. Items sold during daily hours of the show cannot be picked up or delivered from the show site during show hours. Show management will help transport equipment to the parking lots, within reason.

## REMOVAL OF SIGNS

All signs in display areas or seed plots must be claimed by September 27, 2024 or they will be discarded.

## REMOVAL OF LITTER FROM EXHIBIT LOTS

- a. Exhibitors are responsible for keeping their exhibit areas clean during the show.
- b. The dumpsters on the exhibit field are for use by visitors during the show and light exhibitor use during set-up. Exhibitors with a large amount of trash should arrange for their own dumpster.
- c. At the conclusion of the show, exhibitors should clean their exhibit site of all litter. Anything left on the site will subject the exhibitor to fees for cleaning up the display area.
- d. There is no curbside trash pickup. **DO NOT** leave piles of trash at the edge of exhibit lots and expect pickup. Dumpsters will be available to deposit daily trash.

## SECURITY

Guards will be on 12-hour duty during the show. Despite these precautions, Farm Progress Show management is not responsible for losses due to theft, vandalism, and other causes. Each exhibitor is responsible for his/her own products before, during, and after the show dates. Exhibitors with valuable equipment may wish to have their own security. Please contact show management for appropriate passes.



# EXHIBIT SPACE POLICIES

## INDOOR EXHIBIT GUIDELINES - BEEF AND DIVERSIFIED INDUSTRIES BUILDINGS

Exhibits, especially end caps, may not obstruct the general view or hide others' exhibits. Exhibitors may not erect a back wall higher than 8 feet or a side wall higher than 3 feet. No signs, decorations, banners, advertising matter, or special exhibits will be permitted in the aisles. No burning candles and/or open flames allowed. No welding, popcorn poppers, stoves, or heaters will be allowed to operate within these tents.

## ERECTION OF DISPLAY BUILDINGS

- a. Buildings may be erected for display purposes or to house exhibits at Husker Harvest Days.
- b. Any groundwork or leveling necessary should be cleared first with show management.
- c. Construction requests for buildings, concrete work or other hard surfaces, dirt removal or addition, surface leveling, grass seeding, destruction of turf, etc., must be approved prior to installation. Contact Matt Jungmann (309.371.6117 or [matt.jungmann@farmprogress.com](mailto:matt.jungmann@farmprogress.com)) for instructions before proceeding.
- d. Footings, concrete pads, gravel, rock, or other hard surfaces must be removed at the installer's expense in the event Husker Harvest Days would not be held at this site or, if and when, exhibitor ceases to exhibit at Husker Harvest Days. The cost of removal by show management of abandoned materials will be billed to the exhibitor installing the materials.
- e. Any trash generated during the construction process must be disposed of by the exhibitor or its contractor. The trash receptacles on the grounds are not intended for construction debris. Roll-off dumpsters can be ordered from Mid-Nebraska Disposal at 308.382.7053.
- f. Buildings which have guttering must route rainwater towards the street-side drains or, if a perimeter exhibitor, to the back of the lot. Do not run downspouts on to neighboring exhibitors.
- g. Any building erected for temporary or permanent use must be approved through the Nebraska State Fire Marshal's Plans Review Division, Lincoln, NE with the type of use described in the submittal process.

## GROUND COVER MATERIAL FOR EXHIBIT AREA

- a. Temporary ground cover on exhibit lots must be cleaned up and hauled away within two weeks after the show (Friday September 27, 2024). If this policy is not adhered to, exhibitor will be billed for clean-up. Wood chip ground cover will require a final hydraulic brush pass to remove all material.
- b. Gravel, crushed rock, or concrete can be used on exhibit sites with permission from show management. Should an exhibitor not return to the same lot, any ground cover must be removed at the exhibitor's expense or the cost of removal will be billed to the exhibitor by show management.
- c. Irrigation of lots is to only occur during daylight hours. Irrigation overnight is prohibited. In order to preserve the condition of the roadways and drains, overwatering of lots is prohibited.

## AVAILABILITY OF WATER

- a. No city water is available. Water from a well is provided at certain outlets within the show grounds.
- b. Independent power wash companies will be available for hire to aid in cleaning of equipment.
- c. Water for livestock and display purposes is the responsibility of the exhibitor.



# EXHIBIT SPACE POLICIES

## USE OF HUSKER HARVEST DAYS TRADEMARKS

- a. No caps, buttons, jackets, or any other souvenirs should, at Husker Harvest Days, contain the words “Farm Progress” or “Husker Harvest Days” which are registered trademarks. Husker Harvest Days management must approve the use of the “Husker Harvest Days” name on giveaway items.
- b. If you would like to have your show team sport the 2024 Husker Harvest Days logo on your outerwear, email your request to [dena.morgan@farmprogress.com](mailto:dena.morgan@farmprogress.com).

## FOOD & DRINK GIVEAWAYS

- a. Husker Harvest Days management must approve all food and drink items to be given away. This policy will be strictly enforced without exception.
- b. Exhibitors must submit a written request to show management detailing the specific food or drink items they plan to give away. Requests for exemptions must be made in writing no later than August 26, 2024 to [matt.jungmann@farmprogress.com](mailto:matt.jungmann@farmprogress.com)
- c. No alcohol is to be served by exhibitors to visitors of Husker Harvest Days.

## USE OF OTHER COMPANY PRODUCTS IN EXHIBITS

- a. Exhibitors may use equipment from other companies to enhance their displays provided the company manufacturing that equipment is qualified to exhibit at the show. If you have a question regarding the use of another company’s equipment, please call Matt Jungmann at 309.371.6117.
- b. Use of equipment or product from a company that is not qualified to participate in the show will result in a charge to qualify or exclusion of that equipment or product from the show.

## CONDUCTING SALES EFFORTS DURING THE SHOW

- a. Exhibitors are to confine their sales efforts (registrations, literature, public address systems, etc.) to their exhibit space only. Companies having field demonstrations or seed plots may distribute literature at these events.
- b. No literature is to be distributed in the parking area or exhibit area entrances.
- c. Volume of sound from public address systems should be within reasonable levels to avoid disturbing other exhibitors and show visitors.
- d. Speakers outside enclosed areas should be pointed toward the center of the exhibitor’s lot.
- e. Demonstrations and signs, etc. in all areas of the exhibit field and field demonstration areas must be cleaned by show management.

## MOWING

The final mowing of the field takes place before structures start to go up and will be no later than 16 days before the first day of the show (weather permitting). Contact any of the approved landscape vendors should your exhibit space need to be mowed when you arrive or feel free to mow it on your own.

## VEHICULAR ACCESS TO EXHIBIT FIELD ON SHOW DAYS

After 8:30 AM, no vehicles will be allowed through any gates each day of the event. Exhibitors may drive into the exhibit field after each day’s close of show. On show days, drive-in access will only be allowed at the West exhibitor gate near the show office. Only “authorized” vehicles will be allowed on the grounds during the show. These vehicles must be properly marked by displaying an Emergency Access pass.



# EXHIBIT SPACE POLICIES

## STATE FIRE MARSHALL

In the state of Nebraska through the Fire Marshal's Act, there are several National Fire Protection Association Pamphlets that are applicable for this application. They are as follows and will be applicable and enforced for show exhibitors:

- NFPA 1 Uniform Fire Code
- NFPA 10 Portable Fire Extinguishers
- NFPA 30 Flammable and Combustible Liquids
- NFPA 30A Dispensing of Flammable Liquids
- NFPA 51B Cutting and Welding Operations
- NFPA 54 National Fuel Gas Code
- NFPA 58 Liquefied Petroleum Gases and Liquefied Natural Gases
- NFPA 70 National Electric Code
- NFPA 211 Standard for Chimneys and Solid Fuel Burning Appliances
- NFPA 101 Life Safety Code

From the State Fire Marshall:

- a. Popcorn poppers are allowed with the exception of kettle corn operations.
- b. Frying of foods is not permitted within tents or canopies without the approval of show management and the Nebraska State Fire Marshall
- c. Overhead or sliding doors, where used as a required exit, shall be locked or secured in the open position.
- d. Electrical equipment shall be used and installed in compliance with the National Electric Code, NFPA 70.
- e. Gasoline containers and propane cylinders shall not be stored within tents.
- f. Propane cylinders shall be chained and secured in an upright direction.
- g. Welding or cutting demonstrations are not allowed within tents or canopies.
- h. Welding or cutting shall be performed on non-combustible flooring.
- i. Wood chips are not permitted to be used on the ground where welding and cutting demonstrations are taking place.
- j. A water fire extinguisher or bucket of water shall be present during welding or cutting activities.

For further information, contact Jason McClun, Deputy State Fire Marshall at 402.949.0190 or [jason.mcclun@nebraska.gov](mailto:jason.mcclun@nebraska.gov)

## PROPANE & REFUELING

If you are using propane in your exhibit, all equipment must meet applicable code. Direct questions regarding propane requirements can be directed to Jason McClun, Deputy State Fire Marshall at 402.949.0190 or [jason.mcclun@nebraska.gov](mailto:jason.mcclun@nebraska.gov)

No refueling of propane, gasoline, or diesel tanks will be allowed anywhere on the facility during show hours.

## PEST CONTROL

If interested in pest control services for your buildings or concrete pad installations, please contact Mike Ments with MDM Pest at 308.385.1615.





# EXHIBIT SPACE POLICIES

## ELECTRICITY

Electrical service is available at Husker Harvest Days for both indoor and outdoor exhibitors. Outdoor exhibitors may opt-in to the electrical service which ensures a 120v access point within 80' of the exhibit space at an additional charge as outlined in the Exhibit Space Application. If you need to confirm/edit your electrical access, please contact your sales representative or Peyton Fair at [peyton.fair@farmprogress.com](mailto:peyton.fair@farmprogress.com). Indoor exhibitors will have electrical access points throughout the tent at no additional charge.

Any exhibitor with additional electrical needs will need to contract directly with one of our approved electrical vendors prior to the show. Exhibitors must follow the electrical access policies as described below:

- a. Heavy use of electrical power may require additional work and/or charges from the on-site electrician.
- b. Only those exhibitors requesting electricity on their show application or those in the BEEF/DI Buildings will have access to standard-use electrical service.
- c. If an exhibitor orders, and later decides not to use electrical service, it is the exhibitor's responsibility to communicate cancellation of electrical service in writing prior to August 23, 2024. If Husker Harvest Days does not receive notice, the exhibitor will be billed at the rate specified in the exhibit contract. No refund will be made to the exhibitor.
- d. Only single-phase power is available.
- e. Exhibitors needing 120-volt power will find their electrical outlet within 80 feet of the back corner of their lot.
- f. Exhibitors must furnish their own 100-ft extension cord from outlet to exhibit (one outlet per exhibitor, please). It is recommended that s-cord 12/3 wire be used for 110 service and s-cord 8/3 be used for 220 service. For 110 service a standard 3-wire grounded male plug is required with female end designed to fit your needs. For 220 service, either a 30 or 50 amp male plug can be used with the female cord end designed to suite your needs. Go to the nearest power pedestal at the back of your exhibit for electric outlet.
- g. Romex is not to be used as a flexible cord, nor used in contact with the ground.
- h. Exhibitors with permanent structures which are permanently wired into the Husker Harvest grid must mark and pay the appropriate charge listed on the exhibitor application.

## NOISE

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle or neighboring exhibitors. Rule of thumb: Sound and noise should not exceed 94 decibels when measured from the street immediately in front of a lot. Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of their music.

## USE OF LIVESTOCK/RATITE IN EXHIBITS

Livestock/ratite may be used to enhance exhibits, but they cannot be identified with any purebred breeder or livestock/ratite sales agency unless that breeder or seller is a qualified exhibitor. Livestock/ratite entering show grounds must comply with Nebraska health rules and have the appropriate certificates.



# GOLF CARTS & ATVs

## GOLF CART POLICY

Show management strongly discourages the use of golf carts and ATV's during show hours. Should an exhibitor require the use of a golf cart or ATV/UTV, the following rules apply and ***must be adhered to at all times***:

- a. Pedestrians always have the right of way!
- b. A GC/ATV pass will be prominently posted on the vehicle. This pass may be picked up at the show office onsite. One golf cart or ATV is allowed per outdoor lot. Additional GC/ATV passes in excess of your allotment cost \$100/each and must be purchased in the show office. No golf carts or ATVs are allowed for those in the BEEF or DI buildings.
- c. Husker Harvest Days is a pedestrian event. The vehicle displaying a GC/ATV tag will have limited use during show hours on show days. Acceptable use includes restocking exhibit materials and travel to/from field demo and Ride and Drive areas only.
- d. You accept full responsibility for any accident or injury caused by the use of this vehicle on the grounds - before, during, and after the event.
- e. You will maintain a speed limit not to exceed 5 miles per hour at all times when the vehicle is in use on the exhibit field and surrounding areas.
- f. Only licensed drivers 25 years and older will operate the vehicle.
- g. You will not exceed carrying the number of individuals for which the vehicle provides seating.
- h. You will park this vehicle in your exhibit lot when it is not in use - not on the perimeter or street.
- i. The golf cart/ATV will not be used as a moving billboard displaying excessive signage.
  - i. Exhibitors may display no more than 100 square inches of marketing/branding/logo facing the front and rear of their ATV/UTV/Golf Cart. OEM Labeling on the machine is excluded from this 200 square inch total limit. No banners, flags, or other marketing attachments.
  - ii. Approved marketing sponsors will be allowed approval through sponsorship purchases to display marketing messages on ATVs, UTVs, and/or Golf Carts.
  - iii. This policy shall apply to all Farm Progress Show controlled property including exhibit field, parking areas, and field demonstration areas. Static exhibits will be excluded.
  - iv. Husker Harvest Days show management will have a Safety Management Team onsite enforcing these policies. Refusing to adhere to the policies being enforced may lead to removal from the show site without refund for admittance.
- j. The operator will remove the key from the vehicle at such time that the vehicle is vacated.
- k. Husker Harvest Days is not responsible for accidents or incident involving any vehicle on the show site. Exhibitor is responsible for all damage caused by vehicles in their control.
- l. No golf carts or ATVs will be allowed to have a trailer attached.
- m. Husker Harvest Days management, at its discretion, reserves the right to fine, impound, or eject any vehicle found to be in violation of any of these rules.

## OTHER VEHICLES & RULES REGARDING VEHICLES

Husker Harvest Days is not responsible for accidents or incidents involving any vehicle on the site. Exhibitor is responsible for all damage caused by vehicles in their control and for whom they have acquired a pass.



# EXHIBITOR INSURANCE

## INSURANCE REQUIREMENTS

- a. A certificate of insurance is required for your exhibit and must be uploaded through the Exhibitor Resource Center (ERC) no later than **August 9, 2024**.

The terms of the certificate of insurance are:

i. Exhibitor shall, at its own expense, secure and maintain insurance for the entire duration of the Event (move-in through move-out). All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.

1. Workers' compensation and employer's liability insurance complying with the laws of Nebraska; and
2. Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual and operation of mobile equipment, products and liquor liability (if applicable); and
3. Automobile Liability insurance (required if bringing automobiles into the show venue) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights.

ii. The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds (i) Farm Progress Limited (FP). If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to FP, shall be promptly furnished to FP. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to FP. The Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights.

- b. Certificate of Insurance (COI) forms must be submitted to Farm Progress by all international exhibitors, exhibitors with complex booth structures (defined as multi-story or displays with a canopy/ceiling) and exhibitors hosting attendee interactive demonstrations. Exhibitors who do not upload their COI into the ERC may be subject to fees associated with the optional exhibitor insurance coverage.

- c. Since many international policies are not valid in the United States, all international exhibitors are required to purchase insurance through the application process which is supplied through ExhibitorInsurance.com, our designated insurance provider. The cost of the policy will be automatically added to all international exhibitor contracts. Coverage is subject to underwriting review, review the ineligible risks to ensure coverage. International exhibitors can opt-out of this coverage by uploading a valid Certificate of Insurance satisfactory to Farm Progress and with written approval from Show Management.

- d. If your insurance company requests an address to be used for the show, please use Farm Progress Limited, 255 38th Avenue, Suite P, St. Charles, IL 60174.

- e. Please note: Proof of insurance is required from any subcontractor used by an exhibitor who is not listed as an approved vendor for the Farm Progress Show.



## CONTACT INFORMATION

### GENERAL INQUIRIES

308.384.4646

[WWW.HUSKERHARVESTDAYS.COM](http://WWW.HUSKERHARVESTDAYS.COM)

### EXHIBITOR INFORMATION

Peyton Fair

E: [peyton.fair@farmprogress.com](mailto:peyton.fair@farmprogress.com)

P: 212.600.3905

C: 901.568.3168

### SPONSORSHIPS & MEDIA

Dena Morgan

E: [dena.morgan@farmprogress.com](mailto:dena.morgan@farmprogress.com)

P: 641.569.6790

### ON-SITE OPERATIONS

Jason Luebbe

E: [sparkyfarmer1032@gmail.com](mailto:sparkyfarmer1032@gmail.com)

P: 308.380.8816

### SHOW MANAGEMENT

Matt Jungmann

E: [matt.jungmann@farmprogress.com](mailto:matt.jungmann@farmprogress.com)

P: 309.371.6117

Don Tourte

E: [don.tourte@farmprogress.com](mailto:don.tourte@farmprogress.com)

P: 212.600.3604

### INTERNATIONAL VISITORS NEEDING A LETTER OF INVITATION

Colby Angst, NE Department of Economic Development E: [colby.angst@nebraska.gov](mailto:colby.angst@nebraska.gov)

